



## UNITED STATES COMMISSION ON CIVIL RIGHTS

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1331 Pennsylvania Avenue, NW • Suite 1150 • Washington, DC 20425 [www.usccr.gov](http://www.usccr.gov)

August 7, 2019

Ms. Emma Best  
*Filed via MuckRock.com*  
DEPT MR 73675  
411A Highland Ave  
Somerville, MA 02144-2516

Via Email: [73675-24912004@requests.muckrock.com](mailto:73675-24912004@requests.muckrock.com)

SUBJECT: FOIA Request #2019-29

Dear Ms. Best:

On May 21, the U.S. Commission on Civil Rights received your Freedom of Information Act (FOIA) request (via Muckrock.com). Your request included the following:

*\*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:*

- 1. The instruction to do so from the Agency, as well as any guidance from the senior leadership*
- 2. Documents discussing proposals and procedures*
- 3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office*
- 4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation*

The Freedom of Information Act (FOIA) took effect in 1967. Any Commission records related to the information you have requested lines above would not be located at the Commission, but instead may be at the National Archives and Records Administration's (NARA) Washington National Records Center in Suitland, Maryland. The FOIA Records Disposition number is NCI-453-12-1, item 45.

Please be aware that per the Commission's record schedule, the Commission keeps at our headquarters records dating back four years. At present, we do have FOIA records for fiscal years (FY) 2010-2019. Your request predates the records we have on site, and thus, we have not produced any documents.

This information should fully satisfy your request.

If you wish to appeal this decision, you may do so either electronically or by surface mail to the Staff Director of the Commission. Your appeal must be postmarked or electronically transmitted within 90 days of the date of this response to your request. Please include a copy of this written denial, a statement of the circumstances, and reasons or arguments in support of disclosure pursuant to 45 C.F.R. § 704.1(g).

If you electronically appeal, submit an email that sets out your appeal in full to [foia@usccr.gov](mailto:foia@usccr.gov). Please write "Freedom of Information Act Appeal" and the assigned identifier (FOIA Request #2019-29) in the subject line.

If you mail in an appeal, please mark both the letter and envelope with "Freedom of Information Act Appeal," include the FOIA identifier (#2019-29) in the letter, and send by certified mail to:

Staff Director/FOIA Appeal  
U.S. Commission on Civil Rights  
1331 Pennsylvania Ave. NW, Suite 1150  
Washington, DC 20425

If you need any further assistance, please contact me at [bwalch@usccr.gov](mailto:bwalch@usccr.gov) or 202-376-8371.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Walch".

Brian Walch  
FOIA Public Liaison